



Administrative Offices 1819 Gull Road
Kalamazoo MI 49048
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providing help, creating hope, serving all ccdok.org

EMPLOYMENT NOTICE

December 2, 2013

POSITION TITLE: Director of Community Partnerships

POSITION DESCRIPTION:

Develop partnerships with communities and individuals through a team that raises funds and resources and builds up a network of participants and supporters of the work of CCDOK.

MINIMUM REQUIREMENTS:

- Bachelor Degree in Marketing, Management/Administration, Human Service or related field
- Ease in connecting to the Roman Catholic Church priests, parish coordinators, parishes, bishop, Catholic organizations and Catholic faithful
- Ease in cultivating prospective collaborators and donors
- Commitment to Catholic Social Teaching
- Excellent skills in engagement, including team building
- Excellent skills in written and verbal communications
- Experience that demonstrates success in cultivating resources

HOURS: Full-time including some weekend and evening work

SALARY: Commensurate with experience

TO APPLY: Send cover letter and resume to:

Vicki Matunas, HR Coordinator
Catholic Charities Diocese of Kalamazoo
1819 Gull Road
Kalamazoo, MI 49048

or email

vickimatunas@ccdok.org

member



Michigan Network for
Youth and Families